

MICHAEL P. STUPINSKI  
First Selectman

STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET • P. O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187  
TEL 870-3100 FAX 870-3102  
[www.ellington-ct.gov](http://www.ellington-ct.gov)

PETER J. CHARTER  
Deputy First Selectman

LAURIE E. BURSTEIN  
ANN L. HARFORD  
A. LEO MILLER, JR.  
JAMES M. PRICHARD  
JOHN W. TURNER

## BOARD OF SELECTMEN

Monday, April 7, 2008

Crystal Lake School – Cafeteria

**SELECTMEN PRESENT:** Laurie Burstein, Peter Charter, Ann Harford, A. Leo Miller, James Prichard, Michael Stupinski and John Turner

**OTHERS PRESENT:** Robert Clements, Board of Finance Chair; Peter Hany, EVAC President; Dennis Milanovich, Shared Services Commission Chair; Debby Wallace and Gerry Gillung, Ad Hoc Committee for the Preservation of the Pinney House; Jim Gage, Conservation Commission; Mark Mickiewicz and Jean Burns, Crystal Lake Association; Residents: Kathy and Bill Green, Ruth Walworth, Bob Sandberg and Bill Merson and other interested citizens

## **PUBLIC HEARING: CRYSTAL LAKE SAILING CLUB FOR REGATTA PERMIT**

First Selectman Stupinski opened the public hearing at 7:32 p.m. and read the **attached** legal notice.

Comments: Mr. Stupinski stated that the Regatta is a well-attended event and tradition at Crystal Lake and was in favor of approving the permit. Bill Green, 106 West Shore Road, agreed and noted that the Regatta is held on most of the scheduled dates, depending on the weather and participants.

Hearing no further comments, Mr. Stupinski closed the Public Hearing at 7:34 p.m.

## **BOARD OF SELECTMEN:**

### **I. CALL TO ORDER:**

First Selectman Stupinski called the meeting of the Board of Selectmen (BOS) to order at 7:34 p.m.

### **II. CITIZENS' FORUM:**

Mr. Miller stated that the Crystal Lake School House renovation has been cut from the budget each year. He felt that in order to support the budget request a full-time use needs to be established. It has been suggested that the Parks & Recreation Department could use it for summer programs. Mr. Miller questioned if the residents in the Crystal Lake area had any recommendations regarding the use of the Crystal Lake School House.

Kathy Green, 106 West Shore Road, stated that the residents in the Crystal Lake area have a need for a community center where civic and other organizations could meet and hold events. She was in favor of renovating the Crystal Lake School House for such use.

Mr. Stupinski pointed out that the Town has been attempting for years to make the Crystal Lake School House a functional building but funding has always been cut from the budget. He urged the residents to support this year's budget request at the Budget Public Hearing tomorrow night.

Mr. Clements stated that the Board of Finance supports the renovation of the Crystal Lake School House and it is a priority in this year's budget.

III. APPROVAL OF MINUTES:

A. March 10, 2008 Board of Selectmen Meeting

MOVED (CHARTER), SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO APPROVE THE MARCH 10, 2008 BOARD OF SELECTMEN MEETING MINUTES.

B. March 25, 2008 Board of Selectmen Special Meeting

MOVED (CHARTER), SECONDED (MILLER) AND PASSED [ABSTAINED: CHARTER/HARFORD] TO APPROVE THE MARCH 25, 2008 BOARD OF SELECTMEN SPECIAL MEETING MINUTES.

IV. UNFINISHED BUSINESS:

A. Ellington Volunteer Ambulance Corps (EVAC) Building Addition

MOVED (CHARTER), SECONDED (HARFORD) TO APPROVE THE 2,200 SQUARE FOOT ELLINGTON VOLUNTEER AMBULANCE CORPS BUILDING EXPANSION, INCLUDING CONNECTION TO THE SANITARY SEWER SYSTEM, IN ACCORDANCE WITH CONCEPTUAL DRAWINGS SUBMITTED BY RUSSELL AND DAWSON ARCHITECTS (**ATTACHED**), IN AN AMOUNT NOT TO EXCEED \$350,000, TO BE FUNDED THROUGH THE EVAC CHARGING FUND ACCOUNT, PENDING BOARD OF FINANCE AND TOWN MEETING APPROVAL.

FURTHER RESOLVED THAT THE AFORESAID PROJECT IS HEREBY REFERRED TO THE PLANNING AND ZONING COMMISSION FOR A REPORT PURSUANT TO SECTION 8-24 OF THE CONNECTICUT GENERAL STATUTES.

Discussion: Mr. Turner asked if a contingency fund was built into the estimate. Mr. Hany responded yes. He also reminded Mr. Hany that the fire alarm system needs to be upgraded and extended to the new area. Mr. Hany stated that funding was included in the estimate to complete this work. Mr. Charter questioned the need for 2 additional bays as he felt the existing bays were sufficient. Mr. Hany explained that future plans call for the Suburban to be used as a chase car for the paramedic who will respond first, or along with the ambulance, to provide advanced life support. The existing bays do not allow for the Suburban to exit first. Mr. Charter suggested removing the cabinets to provide additional space. Mr. Hany stated that he did some measurements and, with the cabinets removed, there is insufficient space to comply with parking clearance requirements and to allow room to pull out stretchers for vehicle cleaning. He noted that he needs 55' to efficiently park both the ambulance and the Suburban and the current space is 49' 8".

**VOTE:** AYE: HARFORD/ TURNER/PRICHARD/MILLER/BURSTEIN; NAY: CHARTER;  
MOTION PASSED.

**V. NEW BUSINESS**

MOVED (CHARTER), SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO  
ADD TO NEW BUSINESS ITEM I, *LETTER FROM SELECTMAN MILLER RE: BUDGET  
- INSURANCE LINE ITEM.*

**A. Tax Refunds/Abatements:**

MOVED (CHARTER), SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO  
APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$1,728.74 AND TAX  
ABATEMENT IN THE AMOUNT OF \$902.37, AS RECOMMENDED BY THE TAX  
COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENT STATEMENT.  
**(ATTACHED)**

**B. Crystal Lake Sailing Club Regatta Permit Application:**

MOVED (CHARTER), SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO  
APPROVE THE 2008 APPLICATION FOR A REGATTA PERMIT, AS REQUESTED BY  
THE CRYSTAL LAKE SAILING CLUB.

**C. Shared Services Commission – Update**

Dennis Milanovich, Shared Services Commission Chair, came forward. He stated that the Commission is looking at ways the Board of Education, Department of Public Works and the Finance Office can share duties regarding payroll, information technology and ground/building maintenance. He stated that the Shared Services Commission has been deliberating the subject matter since March 2007 and in October requested that the Board of Education, Department of Public Works and the Finance Office provide a response to questions regarding their departments. To date the Board of Education has complied; however the Commission is still waiting for a reply from the Town's side.

Mr. Stupinski stated that the Finance Officer is actively working on this request.

**D. Speed Enforcement Grant – Additional Appropriation Request:**

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO  
APPROVE AN ADDITIONAL APPROPRIATION OF \$13,856 FROM FY 2007-2008  
UNDESIGNATED GENERAL FUND BALANCE TO THE FOLLOWING ACCOUNTS: FY  
2007-2008 RESIDENT TROOPER OVERTIME ACCOUNT - \$8,026 AND THE  
CONSTABLES ACCOUNT - \$5,830. THIS APPROPRIATION IS FULLY  
REIMBURSABLE THROUGH A MATCHING STATE SPEED ENFORCEMENT GRANT  
IN THE AMOUNT OF \$24,600, EFFECTIVE MARCH 14, 2008 THROUGH  
SEPTEMBER 30, 2008. THE REMAINING \$10,744 WILL BE PLACED IN THE FY  
2008-09 POLICE DEPARTMENT OVERTIME ACCOUNT, PENDING BOARD OF  
FINANCE APPROVAL.

- E. Pinney House Restoration Project:
  - 1. Permanent Building Committee

Mr. Stupinski referenced a memo from the Permanent Building Committee regarding their charge pertaining to the Pinney House restoration project. **(ATTACHED)** The BOS agreed to take action on this request after the Public Hearing (see item 2 below).

- 2. Set Public Hearing:

Mr. Stupinski reported that there is a balance of \$470,000 in the STEAP grant designated for Phase I of the Pinney House restoration project. In the property lease, there is a clause that requires the Town to reach a decision regarding implementation of Phase I of the project, which includes the restoration of the structural integrity and external beautification of the building, by May 31, 2008. There was some discussion on how funding will be secured to proceed to Phase II.

Debbie Wallace pointed out that in the Plan of Conservation and Development, preserving Ellington's history is listed as a goal. She stated that the Pinney House Preservation Committee is confident they can stabilize the building with the \$470,000 and that they can raise private funds for Phase II.

Mr. Miller stated that the Permanent Building Committee would like the BOS to arrive at a use for the building. He also asked Mr. Stupinski if he approached Mr. Santini regarding allocating land for an additional 14 parking spaces for the building. Mr. Stupinski felt it was premature to ask Mr. Santini for additional parking space.

Mr. Milanovich suggested that the Town give the Pinney House a "merciful death" unless private funds can be raised. He noted that the Town already has an historic structure which is willfully under-funded.

Gerry Gillung stated that the Pinney House Preservation Committee is committed to making the Pinney House useful for the Town. They are working toward getting it placed on the National Historical Register; however, Mr. Santini is not in favor of this action.

Ruth Walworth, 141 West Shore Road, reminded the BOS that depending on the use, the Pinney House will need to be ADA compliant.

Mr. Charter cautioned the BOS that if the Town proceeds to Phase II the project will be very expensive as the building will have to be maintained and heated.

Bob Sandberg, Egypt Road, questioned why the Town would proceed with Phase I if they are unsure if it will be possible to continue to Phase II. He felt it was a waste of money to go forward without some assurance that Phase II would be completed.

Jim Gage stated that the reason to save the Pinney House is for historic value.

Mr. Turner felt it is important to have a Public Hearing and to make the Initial Study Plan available to all residents.

Mr. Stupinski agreed and suggested the Public Hearing be held on May 19, 2008 to give the public the opportunity review the Initial Study Plan prepared by Moser Pilon Nelson Architects and to discuss the project.

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO HOLD A PUBLIC HEARING ON MONDAY, MAY 19, 2008 AT 7:30 P.M. AT THE ELLINGTON TOWN HALL FOR THE PURPOSE OF ALLOWING CITIZENS TO COMMENT ON THE PINNEY HOUSE RESTORATION PROJECT.

F. EVFD:

1. Request to Extend Lease with Nutmeg Industrial Park:

MOVED (CHARTER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO AUTHORIZE THE ELLINGTON VOLUNTEER FIRE DEPARTMENT TO EXTEND THE LEASE AGREEMENT WITH NUTMEG PARK LLC, FOR ANOTHER YEAR, FOR TRUCK BAY SPACE LOCATED ON NUTMEG DRIVE IN ELLINGTON AT A COST OF \$1,430 PER MONTH.

2. Request Approval to Solicit Bids on Sale of Tanker:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED [AYE: CHARTER/MILLER/PRICHARD/TURNER/BURSTEIN; NAY: HARFORD] TO AUTHORIZE THE ELLINGTON VOLUNTEER FIRE DEPARTMENT TO SOLICIT BIDS FOR THE SALE OF THE 1970 BROCKWAY TANKER. FUNDS RECEIVED FROM THE SALE OF THE TANKER SHALL BE PLACED IN THE EVFD FIRE EQUIPMENT ACCOUNT.

Ms. Harford was opposed to placing the funds in the EVFD Fire Equipment Account. She felt the funds should be placed in the Tanker Account for purchase of a tanker in the future.

3. Request Approval to Solicit Bids for Sale of Fire Hose/Fittings:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE ELLINGTON VOLUNTEER FIRE DEPARTMENT TO SOLICIT BIDS FOR THE SALE OF FIRE HOSE AND FITTINGS, AS SPECIFIED IN CHIEF VARNEY'S MEMO OF MARCH 31, 2008. FUNDS RECEIVED FROM THE SALE OF THE FIRE HOSE/FITTINGS SHALL BE PLACED IN THE EVFD FIRE EQUIPMENT ACCOUNT.

4. Request to Use Brookside Park for Annual Carnival:

MOVED (CHARTER), SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO GRANT PERMISSION TO THE ELLINGTON VOLUNTEER FIRE DEPARTMENT TO USE BROOKSIDE PARK FROM AUGUST 24, 2008 THROUGH SEPTEMBER 7, 2008 FOR THE ANNUAL FIREMEN'S CARNIVAL AND TO ERECT SIGNS PROMOTING THE ANNUAL FIREMEN'S CARNIVAL ON THE BROOKSIDE PARK GROUNDS AND ON THE PROPERTY IN FRONT OF THE PUBLIC WORKS COMPLEX ADJACENT TO THE FIREHOUSE.

G. Crystal Lake Milfoil Issue

Mr. Stupinski stated that he contacted Chuck Lee with the DEP regarding the availability of grant money to continue the milfoil eradication at Crystal Lake. Mr. Lee reported that no further grant money is available at this time for this project. Mr. Stupinski is working with Representative Ted Graziani to obtain State funding once a plan has been developed.

Mr. Stupinski suggested setting up a meeting with the Crystal Lake Association, George Knoecklein (Northeast Aquatic Research) and Chuck Lee to evaluate how well the harvesting program worked, what approach to harvesting is feasible for the future and what funding is required to implement the project. Jean Burns stated that the Crystal Lake Association will prepare a report/proposal on what needs to be done regarding the milfoil removal project for discussion at the meeting.

Mr. Stupinski also noted a cost estimate is needed for treatment of the milfoil in the pond at the lake inlet and felt that the Town may be able to assist with funding to cover some of the cost.

Mr. Mickiewicz stated that the milfoil suction harvesting performed in 2006 was successful and would like to discuss continuing the project. He would also like to propose a "no prop" zone which would prohibit boats in the area where the milfoil is growing in an effort to prevent propagation into other areas.

Bill Merson, 13 Aborn Road, noted that only 3 people in the Northeast perform the milfoil suction harvesting service. He stated that there are other methods to remove the milfoil including using blankets to block the UV light; however, this technique kills everything under the blanket.

Mr. Mickiewicz asked if the BOS could designate a BOS member to be the point of contact for the Crystal Lake Association. Mr. Turner stated that Crystal Lake is an important resource for the community and volunteered to serve as the BOS representative. Mr. Stupinski will set up a meeting with the Crystal Lake Association, George Knoecklein, Chuck Lee and Jack Turner.

Ms. Burns inquired if the Town had received a status report on the dam. Mr. Stupinski stated that he is waiting for feedback from Wes Marsh with the DEP, identifying the owners.

Ruth Walworth stated that she is hearing-impaired and asked the BOS to comply with ADA regulations for residents who attend Town meetings with such disabilities. Mr. Miller suggested the BOS address this issue at the next meeting.

#### H. DECD Small Cities Grant Application – Redo Resolution:

MOVED (TURNER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

WHEREAS, federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Economic and Community Development pursuant to Public Law 93-3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Economic and Community Development is authorized to disburse such federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Ellington make application to the State in an amount not to exceed \$450,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

## NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN

1. That it is cognizant of the conditions and prerequisites for state assistance imposed by Part VI of Chapter 130 of the Connecticut General Statutes; and,
2. That the filing of an application by the Town of Ellington in an amount not to exceed \$450,000 is hereby approved, and that the First Selectman is hereby authorized and directed to file such application with the Commissioner of the Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an "Assistance Agreement" with the State of Connecticut for state financial assistance if such an agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Ellington.
3. That it adopts or has adopted as its policy to support the following nondiscrimination agreements and warranties provided in subsection (a) (1) of Connecticut General Statutes Sections 4a-60 and 4a-60a, respectively, as amended by Public Act 07-142, and for which purposes the "contractor" is Town of Ellington and "contract" is said Assistance Agreement:

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

I. Letter from Selectman Miller re: Budget - Insurance Line Item

Mr. Miller referenced his letter dated April 3, 2008 regarding the increase to Insurance Line Item 950. Mr. Stupinski offered to set up a meeting with the Town's insurance broker, Finance Officer and Mr. Miller to review the actual costs. Mr. Miller agreed and stated that he will prepare questions prior to the meeting.

Mr. Turner asked if there is any benefit if the Board of Education and the Town combine health insurance coverage. Mr. Stupinski will ask the Finance Officer.

VI. ADMINISTRATIVE REPORTS: So noted.

## VII. SELECTMEN COMMITTEE REPORTS:

## A. Personnel Committee:

1. Resignations: None.
2. Appointments

MOVED (CHARTER), SECONDED (TURNER) AND PASSED UNANIMOUSLY TO APPOINT JANET WIELICZKA TO THE HALL MEMORIAL LIBRARY BOARD OF DIRECTORS TO FILL AN UNEXPIRED REPUBLICAN TERM TO DECEMBER 7, 2009.

MOVED (CHARTER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPOINT MICHAEL YOUNG TO THE VERNON AREA CABLE TV ADVISORY COUNCIL TO JUNE 30, 2009.

MOVED (CHARTER), SECONDED (TURNER) AND PASSED UNANIMOUSLY TO REAPPOINT HOWARD RECKERT TO THE BUILDING CODE BOARD OF APPEALS FOR A FIVE-YEAR TERM TO APRIL 30, 2013.

## B. Personnel Policies Committee:

MOVED (CHARTER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROVE THE EMPLOYEE TRAINING AND DEVELOPMENT POLICY, AS SUBMITTED BY THE PERSONNEL POLICIES COMMITTEE, TO BE INCORPORATED IN THE PERSONNEL RULES AND REGULATIONS. (ATTACHED)

## C. Other: None.

## VIII. SELECTMEN LIAISON REPORTS:

Mr. Turner pointed out that the EVFD has started issuing monthly report to the BOS. He noted a couple of serious incidents and significant increase in activity in the first three months of the year. He also mentioned that several members have received State/National certifications. Mr. Stupinski stated that the EVFD is a high-quality, well-trained group and commended them for their efforts.

Ms. Burstein reported that the Drug Abuse Prevention Council held a public forum on the "Real Cost of Underage Drinking", noting it was a successful event. The Rise Above student group also participated in the event and later held a dodge ball tournament at the Middle School. She also reported that the Library is very busy and has several upcoming events: Shakespeare Night, program with Actor Richard Clark and Meet the Poets Night.

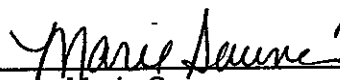
## IX. FIRST SELECTMAN'S REPORT: None.

## X. CORRESPONDENCE: None.

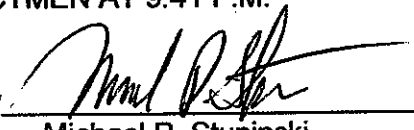
## XI. ADJOURNMENT:

MOVED (CHARTER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 9:41 P.M.

Submitted by

  
Marie Sauve

Approved by

  
Michael P. Stupinski



MICHAEL P. STUPINSKI  
First Selectman

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## LEGAL NOTICE OF PUBLIC HEARING TOWN OF ELLINGTON Monday, April 7, 2008

Notice is hereby given that the Board of Selectmen will hold a public hearing on Monday, April 7, 2008 at 7:30 p.m. prevailing time at the Crystal Lake School cafeteria for the purpose of allowing citizens to comment upon the following:


Application of the Crystal Lake Sailing Club for a regatta permit, permitting sailboat racing series and regattas on Crystal Lake on the dates and times as follows:

Between the hours of 1:00 p.m. and 3:00 p.m. every Sunday from June 8, 2008 through October 19, 2008.

Interested citizens are invited to attend and comment upon this application for a regatta permit.

DATED at Ellington, Connecticut, this 19<sup>th</sup> day of March, 2008.

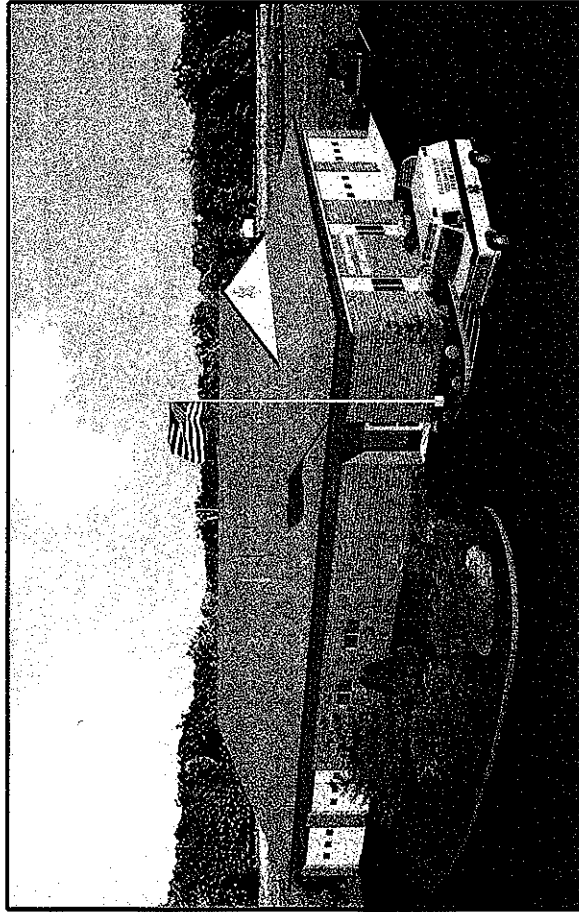
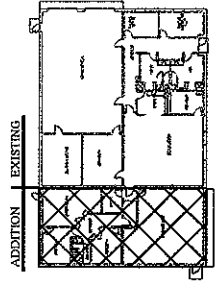
BY ORDER OF THE  
BOARD OF SELECTMEN

  
Michael P. Stupinski  
First Selectman

*Journal Inquirer – 3/31/08*



**Palmerly** TOWN OF ELLINGTON  
41 MAPLE STREET, ELLINGTON, CT 06029



1-1	TITLE SHEET, BUILDING CODE ANALYSIS
A-1	FLOOR PLAN
A-2	EXTERIOR ELEVATION
A-3	WALL TYPES & BUILDING SECTIONS
B-1	FOUNDATION PLAN & DETAILS
B-2	ROOF FRAMING PLAN & NOTES
B-3	PLUMBING PLAN & DETAILS
M-1	MECHANICAL PLAN & DETAIL
E-1	LIGHTING PLAN, SCHEDULE AND NOTES
E-2	POWER PLAN & DETAILS

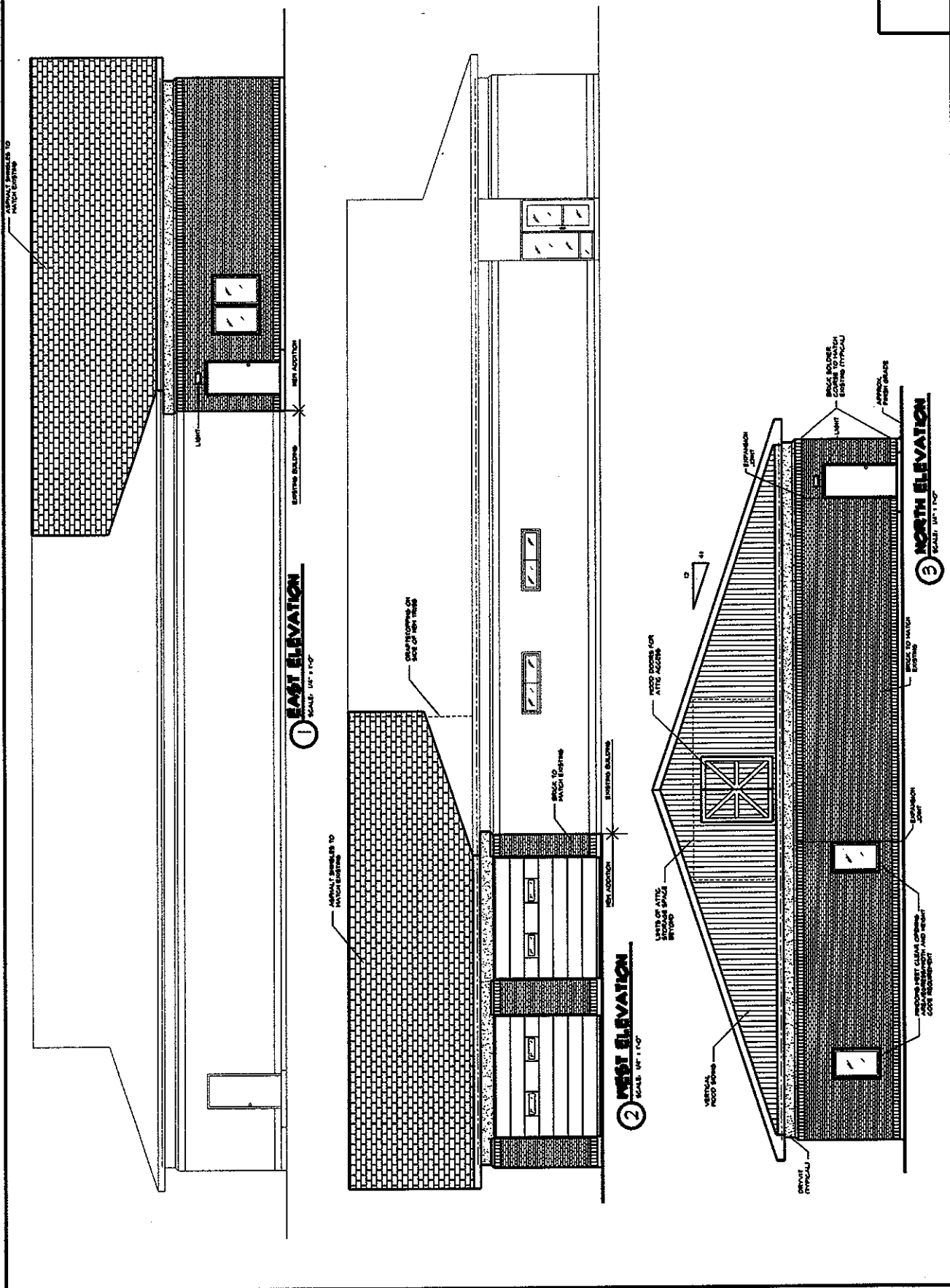
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**RUSSELL & DAWSON**  
ARCHITECTURE & ENGINEERING

330 ROBERT'S STREET, EAST HARTFORD, CONNECTICUT. 06108 TEL: (860) 289-1100

PROJECT NO. 07.125  
PLOT DATE: DECEMBER 7, 2007







TAX COLLECTOR'S REFUNDS/ABATEMENTS		V-A
APRIL 2008		
PERSON/CORPORATION REFUNDS	MV/PERS.PROP REAL ESTATE	TAX/ASSESSOR REQUESTING DEPT.
DOLLAR AMOUNT	YEAR	REASON FOR
\$1,532.82 HELENSKI, ISABELL A	05 & 06 ASSESSOR	CORRECTED ASSESSMENT
\$171.92 NISSAN INFINITI LT	06 ASSESSOR	VEHICLE SOLD
\$24.00 SPADA, THOMAS A & HELEN M	06 TAX OFFICE	OVERPAYMENT
\$1,728.74 APRIL REFUND TOTAL		
ABATEMENTS		
\$902.37 SAEGAERT, CHERYL O	01-06 HUMAN SERVICES	FINANCIAL HARDSHIP (must adhere to payment plan)
\$902.37 APRIL ABATEMENT TOTAL		
\$2,631.11 APRIL 2008 REFUND AND ABATEMENT TOTAL		
refapr08		

V-E

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## INTEROFFICE MEMORANDUM

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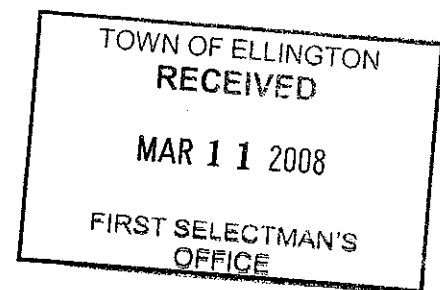
**TO:** M. Stupinski, First Selectman  
**FROM:** P. Welti, Chairman, Permanent Building Committee  
**SUBJECT:** Pinney House Restoration  
**DATE:** 3/6/2008

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At the March 5 meeting of the Permanent Building Committee the following motion was made and approved regarding what the charge to the Permanent Building Committee should be pertaining to the Pinney House restoration.

MOTION (MAGNUSON) SECONDED (MILLER) AND APPROVED UNANIMOUSLY TO PROPOSE TO THE BOARD OF SELECTMEN AND THE BOARD OF FINANCE TO GIVE THE PERMANENT BUILDING COMMITTEE THE TASK OF EITHER LETTING THE PROJECT DIE OR COME UP WITH A SCENARIO WITH COSTS TO MEET SOME OF THE OBJECTIVES TO SAVE THE BUILDING WITHIN THE \$470,000 BUDGET.

cc: R. Clements, Chairman, Board of Finance



## TOWN OF ELLINGTON: PERSONNEL RULES & REGULATIONS

### Chapter 7 – Employee Development and Separation

#### **7-6. Training and Development**

The Town encourages employees to further their training and education within their respective positions. The First Selectman may authorize leave with or without pay and the reimbursement of expenses incurred by an employee in furtherance of his or her education or professional development in accordance with the provisions of this section.

**Types of Training and Development.** Training and development for which the Town may make compensation can take a number of forms. Included are courses, seminars and conferences, both non-credit and for credit toward a scholastic degree, sponsored by a professional organization, a college, or a graduate, vocational or other school.

**Prior Approval.** Employees considering enrolling in courses, seminars, conferences etc., for which they plan to seek Town reimbursement, must acquire the approval of the First Selectman prior to registration. Leave with or without pay for training sessions may be authorized by the First Selectman upon the recommendation of the employee's Department Head.

**Town-Initiated Training and Development.** The Town shall reimburse the employee 100% for all direct expenses, including travel incurred in acquiring any Town-initiated training. Town-initiated training shall include that which is required by the Town or State, or suggested by the Town. It shall not include training required by the Town as a minimum qualification for a position in the Town service unless specifically authorized by the First Selectman. Leave with pay shall be granted to employees to attend Town-initiated training and development sessions. Training is completed successfully if a certificate is issued, or a "passing" grade is achieved.

In the event the employee fails the Town-Initiated training, all subsequent classes for such training will be at the employee's expense.

**Employee-Initiated Training and Development.** Training and development not required by the Town or State (other than that required by the Town as a minimum job qualification) shall be considered employee-initiated and the employee may be compensated for such training as follows:

- A. Only full-time employees with at least one year of continuous service are eligible to participate in employee-initiated training and development.

## PERSONNEL RULES & REGULATIONS

### Proposed Amendment

#### Page 2

- B. Provided that Town budgetary limitations permit, reimbursement of expenses shall only be made for training successfully completed. Training is completed successfully if a certificate is issued, a grade of "C" or better is achieved if the course is graded or a mark of "passing" is achieved if the course is graded on a pass/fail basis.
- C. Upon submittal of the ***proper receipts***, the Town may reimburse up to
- 50% for a grade of "C;" or
  - 75% for a grade "B" or better; or
  - 75% for a passing grade if course is graded on a pass/fail basis

Reimbursement includes the cost of tuition and/or fees of any training (books and other supplies are not subject to reimbursement), to a maximum of \$2,000 per employee per fiscal year, which is judged by the First Selectman and Department Head to be of direct value to the employee in performing his or her present or potential job duties. In the event that the number of applicants meeting the criteria for reimbursement exceeds available funds, reimbursement shall be approved on a pro-rata basis. No employee shall receive preferential treatment.

- D. Leave with or without pay may be granted to an employee for employee-initiated training and development sessions held during the employee's regular working hours.

**Professional Meetings and Conventions.** Employees must acquire the approval of the First Selectman prior to registration for a professional meeting, conference or convention. The First Selectman shall grant leave with or without pay for, and approve the reimbursement of, costs incurred by an employee attending a professional meeting, conference or convention.